



Bureau of the Public Debt's
Administrative Resource Center

Human Resources Directive Franchise Services

Number: HRD FS 771-1
Original Issue Date: September 2000
Review Date:

Subject: Interim Grievance Procedure

The Federal Mine Safety and Health Review Commission is dedicated to a work ethic that is efficient and responsive to the needs of the parties litigating before us. In order to maximize our ability to work well together as an entity, the Commission wants to continue the cooperative, hardworking spirit that has aided this Agency in establishing itself. One major element of employee morale is a recognition by all that we work together. When a problem, dispute or question arises, employees need to know how to raise those issues with persons who can resolve them.

Therefore, the Commission institutes the following Interim Grievance Procedure so that concerns can be properly raised and addressed:

First Step:

An employee should first raise any concerns or problems with his/her immediate or first level supervisor for discussion. The supervisor will have a maximum of two weeks to respond to the problem raised. If more than two weeks are required to resolve a situation, the supervisor must still notify the employee of progress toward resolution within that two-week period. If no resolution is reached by the end of three weeks, the employee may wait for additional information from his/her supervisor or proceed to the next step.

Second Step:

If an employee and his/her first level supervisor are unable to resolve the issue(s) raised, the employee should submit a written Statement outlining the problem and requested resolution to his/her second level supervisor. This written Statement does not need to be in any special format, but it must detail the problem and the requested resolution. It must be submitted to the employee's second level supervisor within two weeks after the first level supervisor has completed his/her review of the issue(s) and reported to the employee as to the result or three weeks after the employee spoke to his/her supervisor.

The second level supervisor must respond in writing to the employee's Statement within three weeks. If complete resolution cannot be achieved within three weeks, the employee must be notified that work continues on the issue(s) raised. If no resolution is reached by the end of five weeks, the employee may wait for additional information from his/her second level supervisor or proceed to the next step.

Third Step:

If an employee remains dissatisfied with the Second Step response to his/her Statement, he/she should then submit an appeal to the Chairman. Copies of the Statement and the response of the

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second level supervisor should be attached to the appeal. In those instances where the Chairman is the second level supervisor, the Third Step is omitted.